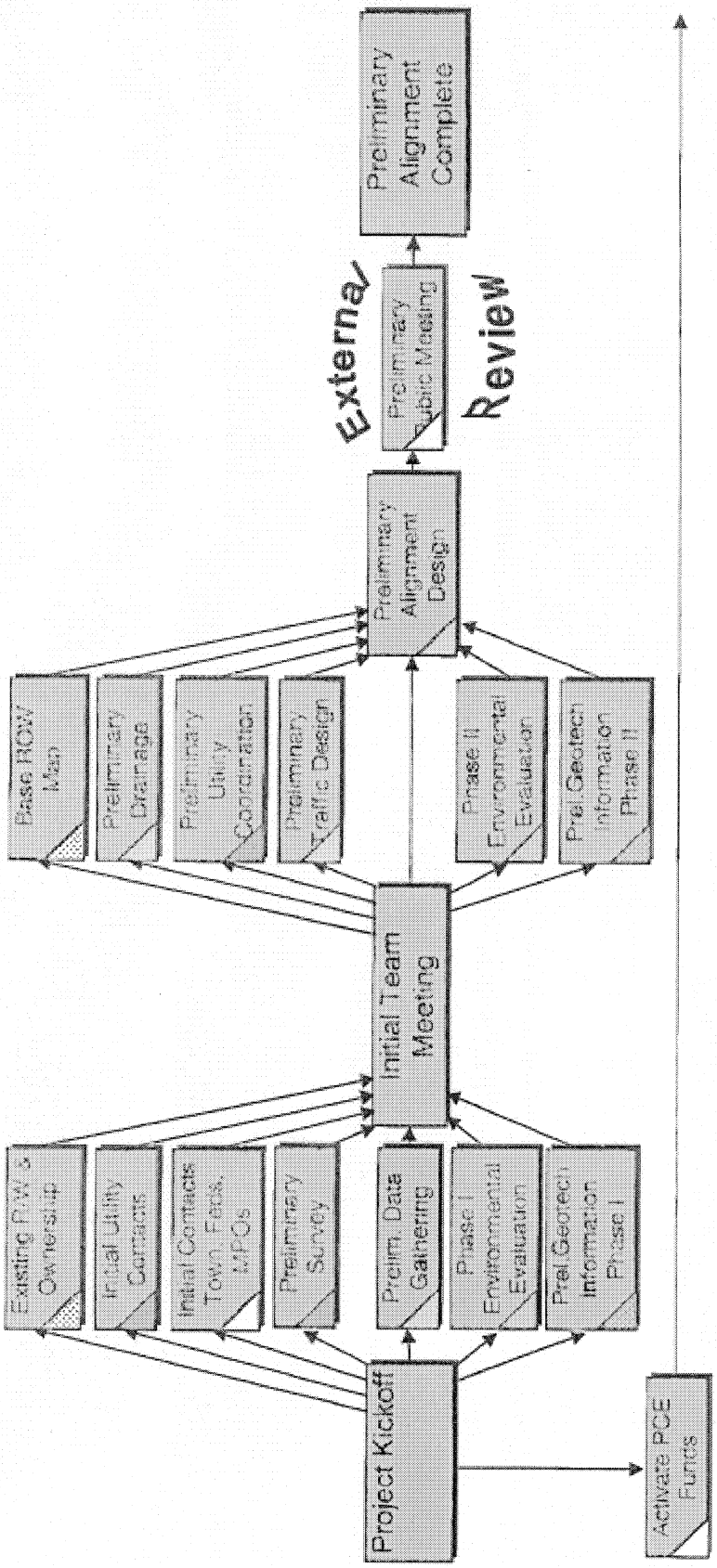
Local Project Administration

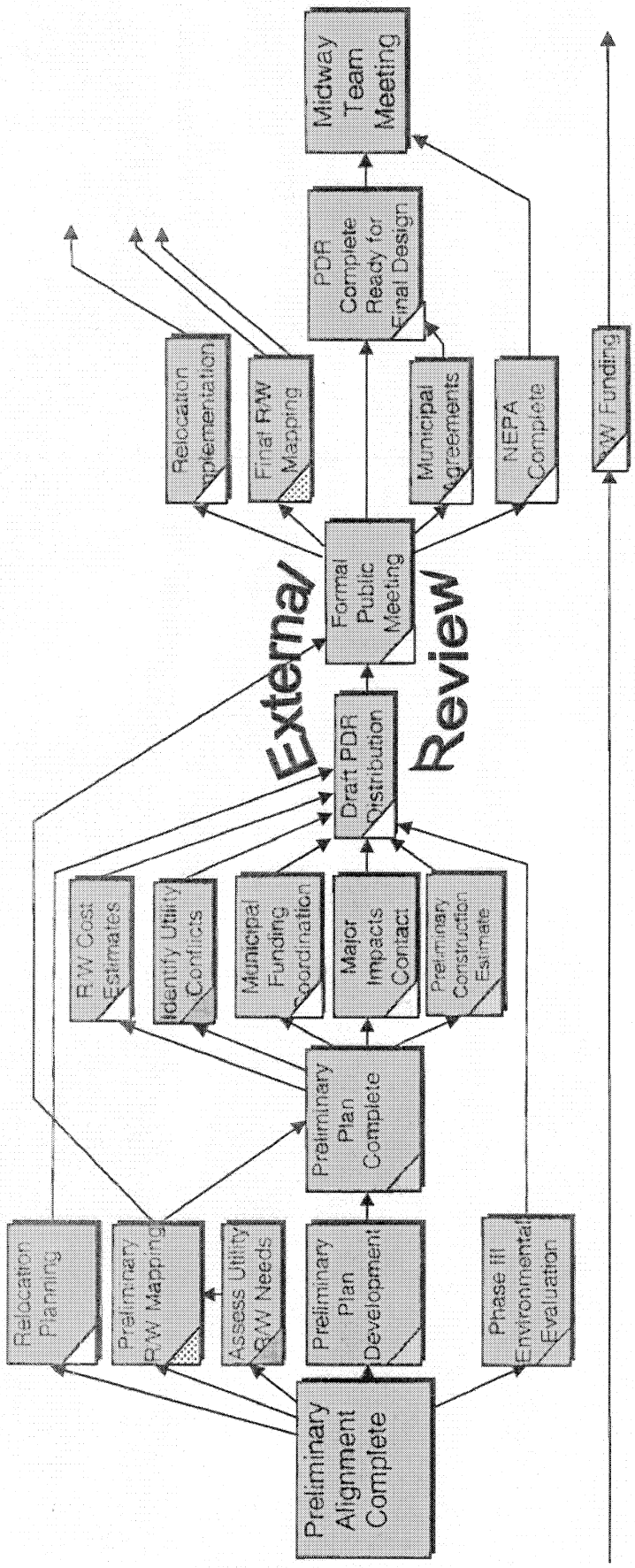
Certification Course Manual
&
Reference Guide

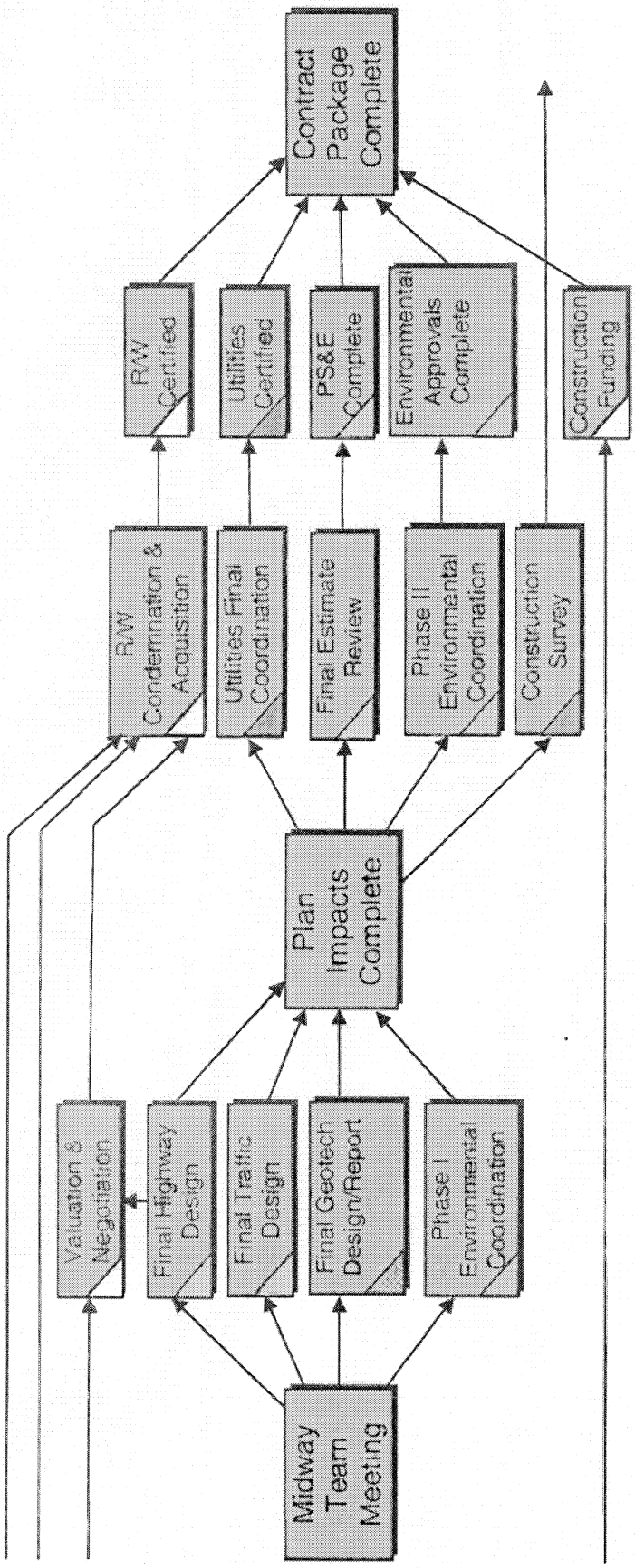
February 2005

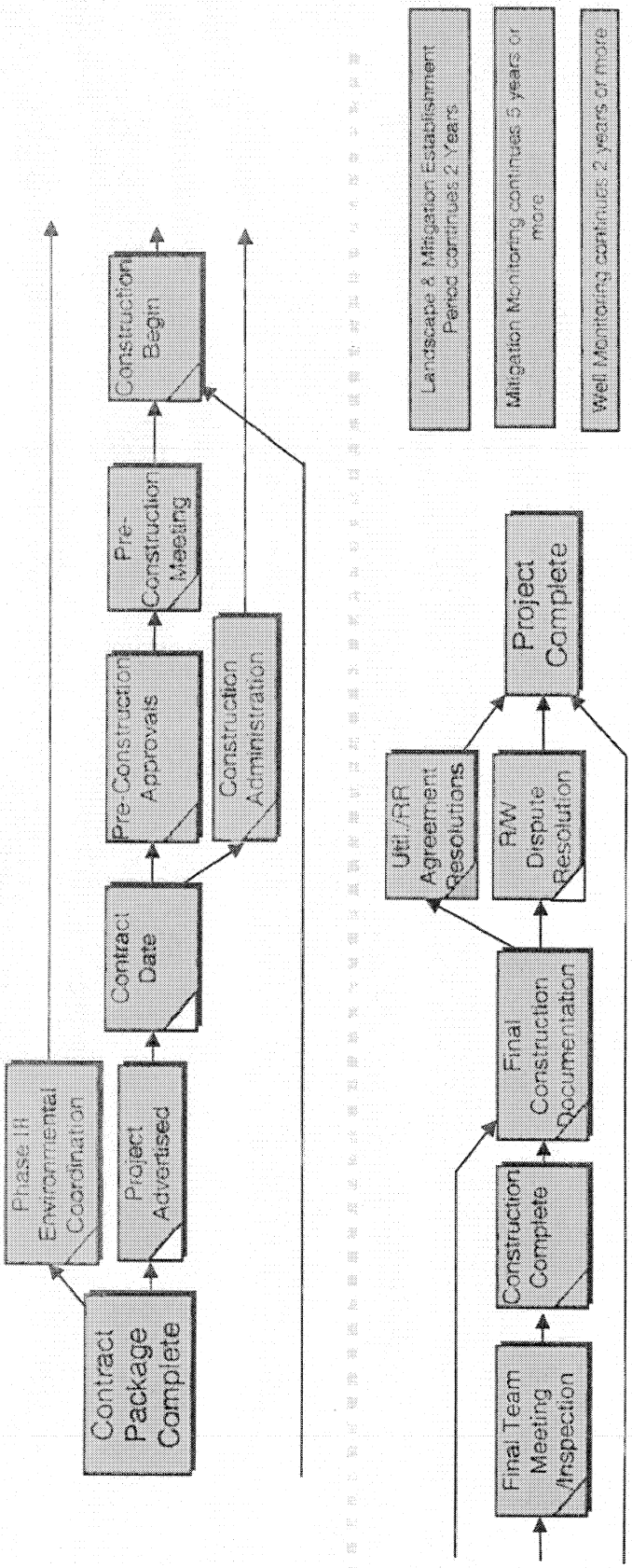
Plan Development

The following four pages have the Project Development Process Chart.




Midway Team Meeting
PDR Complete Ready for Final Design
Relocation Implementation
Final R/W Mapping
Municipal Agreements
NEPA Complete
R/W Funding
Formal Public Meeting
External Review
Draft PDR Distribution
R/W Cost Estimates
Identify Utility Conflicts
Municipal Funding Coordination
Major Impacts Contact
Preliminary Construction Estimate
Preliminary Plan Complete
Relocation Planning
Preliminary R/W Mapping
Assess Utility R/W Needs
Preliminary Plan Development
Phase III Environmental Evaluation
Preliminary Alignment Complete


Contract Package Complete
R/W Certified
Utilities Certified
PS&E Complete
Environmental Approvals Complete
Construction Funding
R/W Condemnation & Acquisition
Utilities Final Coordination
Final Estimate Review
Phase II Environmental Coordination
Construction Survey
Plan Impacts Complete
Valuation & Negotiation
Final Highway Design
Final Traffic Design
Final Geotech Design/Report
Phase I Environmental Coordination
Midway Team Meeting


Contract Package Complete
Phase III Environmental Coordination
Project Advertised
Contract Date
Pre-Construction Approvals
Pre-Construction Meeting
Construction Begin
Construction Administration
Final Team Meeting /Inspection
Construction Complete
Final Construction Documentation
Util./RR Agreement Resolutions
R/W Dispute Resolution
Project Complete
Landscape & Mitigation Establishment Period continues 2 Years
Mitigation Monitoring continues 5 years or more
Well Monitoring continues 2 years or more

Preliminary Design Report (PDR)
for Locally developed projects

The purpose of the PDR is to summarize and document a project's history and objectives. The PDR is submitted to the MDOT Contract Administrator along with the preliminary plans. The following information is provided to clarify each of the entries required for the PDR format.

City/Town	The municipalities that the project is within
Route	The route(s) or street name(s) that the project is on.
PIN	Any Project Identification Numbers associated with the project (ex. 001234.00)
Town Contact	The name of the primary contact from the municipality
Contract Admin.	The name of the MDOT Contract Administrator
Project Number	Any federal project numbers associated with the project (ex. STP-1234(00)x)
Length	The total mileage of the project as measured along the centerline.
Purpose & Need	The reason we are undertaking improvements
Termini	The beginning and ending locations. This entry may come directly from the TIP unless modifications have been made in the project.
Traffic Data	If these values are not available to you, fill in the route number and posted speed limit for each section of the project. The Contract Administrator should be able to assist with the remaining entries.
Highway System	Enter either NHS-Interstate, NHS or Non-NHS
FHWA Oversight	Identify whether or not FHWA has direct oversight over the project with a "yes" or "no". Note: All NHS projects currently have FHWA oversight.
Applicable Stds	Identify what standards will be used of the choices of AASHTO, state standards and 3R.
Design Life	The estimated life of the improvement before additional work should be required.

Scope of Work	Describe the type of work to be undertaken in a brief manner. Example: Widen, rebase and pave existing shoulders.
Travelway Width	The width of both travel lanes.
Pavement Depth	The proposed depth of pavement.
Shoulder Width	The width of one shoulder in a normal section w/o guardrail.
Shoulder Surface	The surface (gravel or paved) on a normal section w/o guardrail.
Design Speed	The speed the project has been designed to accommodate or existing.
Subbase Depth	The depth of gravel.
Inslope	The slope of the inslope between the shoulder berm and ditch. Does not apply if curbed project.
Backslope	The slope from the ditch to match in to existing ground.
Sidewalk Width	The clear width provided.
Pedestrian & Bike Accommodations	How does the project benefit pedestrians and bicyclists?
Maint. of Traffic	Identify the proposed measures such as alternating 1 way, 2 way traffic, close the road, etc.
Exceptions	Identify any exceptions to the applicable controlling standards.
Const. Schedule	The estimated duration of the project and time of year. Examples: 1 construction season; spring and fall to avoid summer tourist traffic.
Public Process	Describe how the public has been or will be involved in this project.
Cost Estimate	A comparison of the latest estimated cost to the original estimate. This may be updated at future times if the scope is modified.
Permits	A listing of the required permits. The "total project area to be disturbed" entry requires a summation of all areas where earthmoving (including pavement removal) or clearing will occur.
Approval	Action taken by the Department when the PDR has been reviewed and accepted. Signature clears the way for the public meeting.

Summary of Engineering

A concise narrative of elements that shaped the project, major decisions that were made, a description of the proposed project and a review of the alternatives that were considered and discarded with estimates of costs and reasons for not using. Back-up information should be maintained in the project file and not included in this report. In short, Why is the proposed project scope the most preferable?

Avoidance & Minimization

A concise summary of steps that were taken to avoid impacts on environmentally sensitive areas, historical areas, utilities, private property, etc. Identify the approximate square footage of those areas that are impacted

In addition to the completed PDR forms, please provide the following attachments:

1. **Location map** - a map that highlights the limits of the project.

2. **Latest itemized cost breakdown** - Attach the most current project cost estimate. If this estimate differs from the last estimate submitted to the Department, describe how the difference will be covered

3. **Latest project schedule** - Attach the most current project schedule. If this schedule differs from the last schedule submitted to the Department, please state the reason(s).

4. **List of Utilities** - Provide a separate sheet that includes a list of the utilities on the project, identifies which utilities will be impacted by the project, and describes the extent of impacts.

5. **Statement of Right-of-way** - Provide a separate sheet stating that either all work resulting from this project will be within the existing right-of-way **or** describe the right of way activities that will be necessary as a result of the project.

6. **Any photographs or supporting information** that may help further clarify any statements made on the PDR forms.

Preliminary Design Report Form

for Locally Developed Projects

Date: _____

City/Town: Route: PIN:

Town Contact Contract Admin.:

Project No.: Length: Date:

Purpose & Need:

Termini:

Traffic Data

	Sect. 1	Sect. 2	Sect. 3	Sect. 4
Route				
Functional Classification				
19 AADT				
20 AADT				
DHV				
Posted Speed				
Accident CRF .				

Highway System: FHWA Oversight?:

Applicable Standards: Design Life (years):

Proposed Scope of Work:

Proposed Cross Section

Travelway Width:	Pavement Depth:
Shoulder Width:	Shoulder Surface Type:
Design Speed:	Subbase Depth:
Inslope:	Backslope:

Pedestrian & Bicycle Accommodations:

Exceptions to Controlling Standards:

Construction Schedule:

Maintenance of Traffic:

Public Process:

Estimate of Cost:

	Programmed	Proposed Date:	Proposed Date:	Proposed Date:
PE				
ROW				
CONSTR.				
CE				
TOTAL				

Notes:

Anticipated Permit Level

DEP: *DPBR DGP DIP none*

ACOE: *ANW SPGP AIP none*

NPDES?: *yes no*

Anticipated NEPA Requirement: CE EA EIS

Total project area to be disturbed: **acres**

	Date	Approved By
Approved for Preliminary Plan	_____	_____
Public Participation Complete	_____	_____
Approved for Final Design	_____	_____

SUMMARY OF ENGINEERING

AVOIDANCE & MINIMIZATION